

**Date:** September 8, 2016

**TO:** 19 Performance Measurement Counties (PMC)  
Field Operations Bureau (FOB) staff

**SUBJECT/PURPOSE:** Requesting a Federal Active Case back from Research and Development Enterprise Project (RADEP)

**RELATED REFERENCE:** None

**SUPERSEDES:** None

**EFFECTIVE DATE:** Effective Immediately

**BACKGROUND:**

The following procedure has been developed in order to ensure that the information in the RADEP application system and the Supplemental Nutrition Assistance Program Quality Control System (SNAP-QCS) are the same for federal active case reviews.

**INSTRUCTIONS:**

*REQUESTING A CASE BACK FROM RADEP PRIOR TO THE "DUE TO RADEP" TRANSMISSION DATE*

- Email the RADEP help desk at [RADEP@DSS.ca.gov](mailto:RADEP@DSS.ca.gov) and request the case back. A Case Revision Summary form (CRSF) is not necessary at this point. The case must be re-submitted by no later than the "Due to RADEP" Transmission Due Date (no exceptions).

*REQUESTING A CASE BACK FROM RADEP DURING THE 10 DAY WINDOW*

RADEP help desk will be sending out an email noting the start and end date of the ten day window.

- Complete the attached CRSF.
- Email the form to the RADEP help desk, and copy the State re-reviewer assigned to your county.
- RADEP will send back the review with a due date within the 10-day window.
- The case must be re-submitted by no later than the assigned due date.

Once the review is sent back to RADEP, RADEP will re-transmit the review to FNS.

If the review is not sent to RADEP by the due date and the 10-day window has passed, the review will revert to its original findings.

***REQUESTING A CASE BACK FROM RADEP DUE TO A FEDERAL DISAGREE THAT HAS BEEN UPHELD***

- Complete a CRSF, email it to the RADEP help desk and copy the State re-reviewer assigned to your county.
- RADEP will send the review back with an assigned due date of five days.
- Make the proper changes in RADEP and indicate under case comments, "QC file was sub-sampled by FNS. Changes have been made to reflect FNS' findings."
- Re-submit the case via RADEP no later than the assigned due date.

***REQUESTING A DROPPED CASE BACK FROM RADEP AFTER THE "DUE TO RADEP TRANSMISSION DATE" and THE 10 DAY WINDOW***

The following procedure is applicable when a case review was originally transmitted with a disposition of "2" or "3" and has now been completed:

- Complete a CRSF, email it to RADEP help desk and copy the State re-reviewer assigned to your county.
- Email the completed QC file to [CFUReviews@DSS.ca.gov](mailto:CFUReviews@DSS.ca.gov).
- The assigned re-reviewer will review the case and provide recommendations.
- Re-submit the case via RADEP by no later than the assigned due date.
- Once FOB has received approval from FNS to update the case, FOB will notify RADEP to re-transmit the review to FNS.

**INQUIRIES:            The assigned county State re-reviewer**



**Tami Gutierrez, Chief  
CalFresh Operations**

# CASE REVISION SUMMARY FORM

## CalFresh 10-Day Window and CalFresh Federal Difference

*You do not need to complete a Case Revision Summary Form if the case's due date has not passed*

- Complete PART 1 – IDENTIFYING INFORMATION
- Complete PARTS 2A and 2B
- Enter Comments in 2C for all cases
- Complete PART 3 – AUTHORIZATION including e-mail and signature
- Send completed form to RADEP@DSS.CA.GOV and CC appropriate Re-Reviewer

*When a case is returned, an email is sent to the person listed in PART 3, and the case appears on the Caseload page in "Re-Assigned to CRA" status.*

### PART 1 - IDENTIFYING INFORMATION (Double Click on Check Box to Select Default Value "Checked")

CalFresh 10-Day Window ☐ CalFresh FEDERAL DIFFERENCE ☐

	M	M	Y	Y	Y	Y
Sample Month						

County Number		
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Analyst Name	
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Phone Number	
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Review Number							
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Case Number	
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### PART 2 - CHANGE INFORMATION

#### 2A. ORIGINAL FINDINGS

#### 2B. REVISED FINDINGS

Disposition Code		Disposition Code	
Review Findings Code		Review Findings Code	
Error Amount		Error Amount	
Allotment Amount		Allotment Amount	

#### 2C. COMMENTS FOR ALL CASES

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### PART 3 - AUTHORIZATION

Print Name	Signature	Date
Email for confirmation case is re-assigned →		

#### State Use Only

Date Received	Return Due Date	County Revisions	Yes/No	Comments